

**REQUEST FOR QUALIFICATIONS**

**GENERAL CONTRACTOR /**  
**CONSTRUCTION MANAGER SERVICES**

**MMHNCC IMPROVEMENTS, PHASE 2**  
**MONTANA MENTAL HEALTH NURSING CARE CENTER**  
**DEPARTMENT OF PUBLIC HEALTH & HUMAN SERVICES**  
Lewistown, MT

**A/E #28-19-01-01**



Architecture & Engineering Division  
Department of Administration  
PO Box 200103  
Helena, MT 59620-0103

**June 2012**

## **I. INTRODUCTION**

The State of Montana (Owner), is seeking qualified General Contractor /Construction Manager (GC/CM) firms to undertake preconstruction and construction services for phased improvements to administrative areas in the 'B' wing and refurbishment of the 'A' wing at the Montana Mental Health Nursing Care Center, to create an infirmary for low-security DOC inmates with chronic medical conditions.

Owner intends to enter into a GC/CM Contract with the selected GC/CM firm that will include Preconstruction Services and identification of a GC/CM Fee and Fixed Costs for General Conditions Work, with provisions for adding Construction Services through acceptance of a Guaranteed Maximum Price (GMP). The GMP would include construction services through completion of the Project. Alternatively, Owner may, at its sole discretion, choose not to continue the GC/CM Contract beyond the completion of preconstruction activities and solicit bids from qualified contractors for the construction of the Project.

Owner will use the RFQ process to evaluate each of the Proposers' qualifications. A subsequent Request for Proposals (RFP) will be issued to a maximum of five (5) qualified Contractors who will then be required to submit details of their capabilities and experience. GC/CM selection information will be obtained from the Proposals submitted in response to the RFP document, potential interviews, and discussions with former and present clients of Proposers.

When selected, the GC/CM will function as part of a team composed of the Owner, Architect, and others as determined by the Owner.

This Request for Qualifications shall not commit the Owner to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The Owner reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the Owner's best interest to do so.

This Procurement is governed by the laws of the State of Montana and venue for all legal proceedings shall be the First Judicial District, City of Helena, Lewis & Clark County.

By offering to perform services under this Procurement, all Proposers agree to be bound by the laws of the State of Montana, and including, but not limited to, applicable wage rates, payments, gross receipts taxes, building codes, equal opportunity employment practices, safety, etc.

*The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the bidding and/or selection process. In order for the state to make such accommodations, applicants must make known any needed accommodation to the individual project managers or agency contacts listed in the contract documents. Persons using TDD may call the Montana Relay Service at 1-800-253-4091.*

## **II. PROJECT BACKGROUND AND DESCRIPTION**

### **Introduction**

The Department of Corrections (DOC) has identified a population of older offenders with chronic medical conditions that require a substantial level of care which has become increasingly challenging to provide in a traditional prison environment. The population experiencing this need is low-security offenders with an array of serious physical infirmities. About half are in wheelchairs, many are confined to a bed, need help walking, or require constant attention to prevent falls. Many also are sight- or hearing-impaired and have multiple, chronic medical issues such as dementia, heart disease, diabetes, pulmonary disease and cancer. DOC asked for and received from the 2011 Legislature funding for providing the care necessary for this population. Managing these offenders in a dedicated facility will ensure they receive the appropriate level of medical care in a setting designed and staffed for that purpose. The need for such a facility has been discussed and identified as a critical need in the corrections system for well over a decade.

To accommodate the need expressed above, a wing of the Montana Mental Health Nursing Care Center in Lewistown has been identified as a facility capable of providing the necessary care. This project will involve phased improvements to administrative areas in the 'B' wing and refurbishment of the 'A' wing at the Montana Mental Health Nursing Care Center (MMHNCC) to create an infirmary for these low-security DOC inmates with chronic medical conditions.

The Department of Public Health and Human Services (DPHHS) manages MMHNCC and this program will be a partnership between DPHHS and DOC to jointly staff and operate the A-wing.

The existing MMHNCC already includes some secure units, has a staff of 145, a capacity of 100 residents with an average population of 83. Most of the patients come from Montana State Hospital or are patients for which private nursing homes are unable to provide care.

### **Project Location and Site**

A and B-wings of the Montana Mental Health Nursing Care Center, located in Lewistown, MT

### **Design Considerations**

Phase 1 – Administrative Areas. A minor portion of A-wing is presently used for administrative staff for MMHNCC. These areas must first be relocated to the B-wing. The relocated spaces consist of approximately seven (7) offices, two (2) meeting areas, and an exam room. adjoining the Montana Mental Health Nursing Care Center in Lewistown will be used to house 25 people with serious physical infirmities. Specific construction activities will include some minor demolition, new interior partitions and doors, ceilings, flooring, and minor mechanical and electrical adjustments. Some abatement of existing flooring tile may be necessary.

Phase 2 – A-wing Refurbishment. The wing will become a state-licensed infirmary closed-off from the existing care center capable of providing care to 25 offenders and the two programs will operate with

separate direct-care staffs. The infirmary will be operated by a staff of 34 employees consisting of 21 nursing staff and eight safety officers. The DOC residents housed in the secure wing will not have access to other portions of the care center or their patients, and cannot move outside the building without direct supervision. Specific construction activities will include some interior demolition, new interior partitions and doors, window modifications, ceilings, flooring, and minor mechanical and electrical adjustments. Several ADA accessible restrooms will be constructed. Some abatement of existing flooring tile may be necessary. Safety features will include an eight-foot fence around a day-yard and offender receiving area, detection devices, and security enhancements to windows and doors. An access road will also need to be constructed from the OPA staff parking area to the secure receiving area.

For the design, the Owner has selected:

HGFA Architects, PC  
222 North 32<sup>nd</sup> Street, Suite 800  
Billings, MT 59101  
(406) 248-7811  
[hgfa@hgfa.net](mailto:hgfa@hgfa.net)

The Owner is ready to hire General Contractor / Construction Manager as the next step to informing and collaborating in the design process. The project is presently in the Preliminary Design process.

The following is the intended timeline for the project:

GC/CM Selection:

RFQ Advertising dates:	Lewistown – June 2, 9, 16 Other Papers – June 3, 10, 17
Receipt of Qualifications:	No later than 5:00 p.m. MST on June 19, 2012
Review & Short-List by Committee:	June 20, 2012 <i>Short-listed firms will be notified the afternoon of June 20<sup>th</sup> and shall attend a pre-RFP meeting and walk-through the morning of June 21<sup>st</sup>.</i>
Issue RFP @ Walk-Through:	June 21, 2012 <i>All short-listed firms shall be prepared to attend a pre-RFP meeting and walk-through at MMHNCC the morning of June 21, 2012. The RFP document will be issued at the meeting along with schematic design elements of the proposed construction.</i>
Receive Proposals:	June 29, 2012
Selection:	On or before July 3, 2012 <i>Due to the shortened timeline for this project, the Owner may make the GC/CM selection based upon the responses to the RFP w/o conducting interviews.</i>

Design/Construction:

Phase 1

B-wing Design Complete:	July 9, 2012 (ready for pricing by GC/CM)
B-wing GMP established:	July 13, 2012
B-wing Construction:	July 16 to August 20, 2012

Move staff from A- to B-: week of August 20<sup>th</sup>

Phase 2

A-wing Design Complete:	August 20, 2012
A-wing GMP established:	August 29, 2012
A-wing Construction:	September 4 to Not Later Than December 1, 2012
Owner move-in:	December 1 to 15, 2012
DOC residents in facility:	Not Later Than December 15, 2012

### III. SCOPE OF PRECONSTRUCTION SERVICES

Preconstruction services will be provided on a cost reimbursement basis up to a stated maximum. The specific scope of preconstruction services will be negotiated prior to signing the GC/CM Contract. In general, services are anticipated to include the following:

1. Participation in all design and coordination meetings and conference calls;
2. Review of all designs for constructability;
3. Work with the Owner and design team on phasing, scheduling, and other strategies to complete construction of this scale of project on or before the stated date;
4. Coordination and gathering of input from subcontractors regarding constructability;
5. Review and cost evaluation at each phase of design taking into consideration schedule, phasing and market conditions;
6. Consult with, advise, assist, and provide recommendations to the Owner and design team on all aspects of the work;
7. Provide information, estimates, schemes, and participate in decisions regarding construction materials, methods, systems, phasing, sustainability and costs to assist in determinations which are aimed at providing the highest quality building, constructed using the most sustainable construction materials and practices, within the budget and schedule;
8. in-progress design and construction documents and provide input and advice on construction feasibility, alternative materials, costs and availability;
9. Review completed design and construction documents prior to subcontractor/supplier bidding/selection and suggest modifications to improve completeness and clarity and to eliminate construction change requests due to inconsistencies or omissions in the construction documents;
10. Provide input to the Owner and the design team regarding construction market bidding climate, status of key subcontract markets, and other relevant economic conditions;
11. Recommend and actively source labor and material resources necessary to complete the project construction;
12. Provide input to the Owner and the design team regarding long lead time materials and equipment, impact on the construction schedule and strategies for mitigating the impact;
13. Prepare construction cost estimates for the Project at the preliminary design and construction document design phases and, if appropriate, at other times throughout of the work;
14. Notify the Owner and design team immediately if construction cost estimates appear to be exceeding the construction budget, and reconcile each cost estimate with the Architect's cost estimate, if required;

15. Furnish a final construction cost estimate for the Owner's review and approval;
16. Develop a preliminary construction schedule;
17. Develop all subcontractor/supplier bid packages and perform all advertising and receipt of subcontractor/supplier bids;
18. Obtain bids per trade for the Owner's review, unless otherwise approved by Owner in order to meet resourcing requirements, per GC/CM Contract. Self-performed work must be bid against at least two subcontractors, if readily available;
19. Upon execution of any Early Work Amendment prior to a GMP agreement, undertake early material procurement, site preparation, and advance construction work.

#### **IV. SCOPE OF CONSTRUCTION SERVICES**

It is anticipated that the GMP will be requested during the Construction Documents phases. The established GMP will be the maximum amount paid for the construction of the facility, unless scope changes are requested and approved by the Owner. Acceptance of the A-wing refurbishment GMP by contract will constitute completion of preconstruction services and that GMP Agreement/Amendment will initiate the construction period services for the Project. At the time of execution of the GMP, the GC/CM will be required to submit a 100% performance and 100% payment bond for the amount of the GMP. Bonding will also be required for any and all Early Work Amendments issued. The Owner retains the option to cancel the construction phase services, or to start a new process for the construction of the Project, or terminate the contract and negotiate a replacement contract with the next highest rated Proposer from this solicitation, or to conclude the GC/CM's services at pre-construction and issue the Project on a lowest, responsible bidder method.

The State of Montana Wage Rates incorporated in this RFQ are provided for informational purposes only. The selected GC/CM will be required to comply (as a minimum allowable rate schedule) with those Rates adopted and effective at the time of signing the GMP Agreement/Amendment. All reporting, documentation, etc. shall remain as per the State requirements.

#### **V. SELECTION PROCEDURE**

This RFQ is the first of a multi-part selection process. In order to qualify for further consideration, Proposers must comply with the mandatory requirements provided below. Statements of Qualifications that do not contain the required documentation will be deemed nonresponsive to this RFQ requirement and will be rejected on that basis. A maximum of five (5) firms that satisfy the required qualifications detailed below will be provided a Request for Proposal by the Owner.

#### **STATEMENT OF QUALIFICATIONS**

Proposers must meet certain minimum Qualification Conditions in order to be eligible to submit a proposal. The Owner has identified the following pass/fail Qualification Conditions in order to establish eligibility to propose further on this procurement:

##### **1. General Contractor / Construction Manager Firm Information:**

- a. Proposer must demonstrate successful experience and capacity to act as a general contractor on projects of similar site, size, type and complexity. Specifically, the Owner will be looking for successful experience of working in fully occupied and operational facilities, special care facilities, security-type environments, and ability to manage similar work in an extremely compressed timeframe. Proposer must include evidence of valid current construction contractor registration in the RFQ response.
- b. Firm Background: Describe your firm's history. Include information identifying the firm's annual volume of business, financial/bonding capacities, and speak to the firm's stability in the marketplace. Information identifying the firm's strengths and weaknesses along with special capabilities that may be appropriate to this Project will assist in the evaluation.
- c. Identify the project manager and superintendent your firm proposes for this project and their relevant experience.
- d. Who are your bonding company and agent?
  - i. Provide their name, phone and email contact information
  - ii. Are they your exclusive source for bonds?
  - iii. How long have you used them?
  - iv. If less than 5 years, or not your exclusive source, name all others used in the last 5 years
  - v. Provide name, phone and email contact information for each
  - vi. Will you use them for this project?
- e. In the last ten years, have you (if you answer "yes", provide full explanation):
  - i. had a settled or pending claim against your payment or performance bond that was due to your firm's default or failure?
  - ii. had your contract terminated on a project?
  - iii. been declared in default on a project?
  - iv. been assessed liquidated damages in excess of \$5,000?
  - v. taken legal action or dispute resolution proceedings of any kind against an Owner?

2. Safety:

Provide incidence rate and either experience modification rate or loss ratio. An EMR greater than 1.0 or a loss ratio of more than 100% may result in immediate disqualification.

3. Bonding Capacity:

Provide proof of bonding capacity. The Proposer must be capable of providing a 100% performance bond and 100% payment bond for a project valued up to \$600,000 in construction costs, as documented by a letter or binder from the Surety, submitted with the RFQ response.

The Owner has also identified the following Qualification Conditions in order to establish eligibility to propose further on this procurement. These Qualification Conditions will be scored:

4. Specific Project Requirements:

- a. Proposer should provide evidence of successful experience and capacity to act as a GC/CM on similar projects (i.e. alternative delivery methodology, pre-construction services, phased construction, compressed timelines, construction in fully occupied/operational facilities, security-type environments, and construction of health/nursing facilities). Include contact information for

the owners and designers familiar with your work on each project. *Scored from a total of 25 points.*

- b. Proposer should provide evidence of successful experience to act as a general contractor on State, Federal or similar institutional projects. Include contact information for the owners and designers familiar with your work on each project. *Scored from a total of 25 points.*
- c. Proposer should provide evidence of experience and capacity to act as a general contractor on similar projects requiring strategies to successfully complete construction within difficult phasing and compressed timelines. Proposer should include a list of potential strategies to successfully complete this project and a proposed project schedule. *Scored from a total of 25 points.*
- d. Proposer's project manager and superintendent have (*scored from a total of 25 points*):
  - 1) Successfully completed projects of this type (i.e. as identified in a. above);
  - 2) Successfully completed projects together; and,
  - 3) Successfully completed projects of this type together.

## **VI. SUBMITTAL OF INFORMATION**

Four (4) copies of the written response to this RFQ must be **received** at:

Architecture & Engineering Division  
(Room 33, Metcalf Building, Capitol Complex)  
Department of Administration  
PO Box 200103  
Helena, MT 59620-0103

**By June 19, 2012; 5:00 p.m. MDST.**

**ALL QUESTIONS AND CONTACTS REGARDING THIS RFQ MUST BE SUBMITTED IN WRITING (email is acceptable) TO:**

Russ Katherman, Project Manager  
Architecture & Engineering Division  
(Room 33, Metcalf Building, Capitol Complex)  
Department of Administration  
PO Box 200103  
Helena, MT 59620-0103  
(406) 444-3332; fax (406) 444-3399  
[rkatherman@mt.gov](mailto:rkatherman@mt.gov) or [DOAAEDivision@mt.gov](mailto:DOAAEDivision@mt.gov)

## **VII. INSTRUCTIONS TO PROPOSERS**

Statements of Qualification must:

1. Follow the format outlined in the Selection Procedure, above.
2. Be signed by an officer or principal of your firm.
3. Be contained in a document not to exceed 10 pages total (single or double-sided pages) including whatever pictures, charts, graphs, tables, and text the firm deems appropriate to be part of the review

of the firm's qualifications. A separate transmittal letter is exempted from the page limit. Page size is limited to 8-1/2 x 11 inches, with basic text information no smaller than 12-point type.

4. Schedules may be submitted in addition to the page limit.

## **VIII. ATTACHMENTS**

The following exhibits are incorporated in this RFQ:

Appendix A: State of Montana Wage Rates, Current Rates for Building Construction

**END OF RFQ**

## **APPENDIX A**

### **MONTANA PREVAILING WAGE RATES FOR BUILDING CONSTRUCTION SERVICES 2012**

**Effective: February 10, 2012**

**Brian Schweitzer, Governor  
*State of Montana***

**Keith Kelly, Commissioner  
*Department of Labor and Industry***

To obtain copies of prevailing wage rate schedules, or for information relating to public works projects and payment of prevailing wage rates, visit ERD at [www.mtwagehourbopa.com](http://www.mtwagehourbopa.com) or contact them at:

Employment Relations Division  
Montana Department of Labor and Industry  
P. O. Box 201503  
Helena, MT 59620-1503  
Phone 406-444-5600  
TDD 406-444-5549

The Labor Standards Bureau welcomes questions, comments and suggestions from the public. In addition, we'll do our best to provide information in an accessible format, upon request, in compliance with the Americans with Disabilities Act.

#### **MONTANA PREVAILING WAGE REQUIREMENTS**

The Commissioner of the Department of Labor and Industry, in accordance with Sections 18-2-401 and 18-2-402 of the Montana Code Annotated, has determined the standard prevailing rate of wages for the occupations listed in this publication.

The wages specified herein control the prevailing rate of wages for the purposes of 18-2-401, et seq., Montana Code Annotated. It is required that each employer pay (as a minimum) the rate of wages, including fringe benefits, travel allowance, and per diem applicable to the district in which the work is being performed as provided in the attached wage determinations.

All Montana Prevailing Wage Rates are available on the internet at [www.mtwagehourbopa.com](http://www.mtwagehourbopa.com) or by contacting the Labor Standards Bureau at (406) 444-5600 or TDD (406) 444-5549.

In addition, this publication provides general information concerning compliance with Montana's Prevailing Wage Law and the payment of prevailing wages. For detailed compliance information relating to public works contracts and payment of prevailing wage rates, please consult the regulations on the internet at [www.mtwagehourbopa.com](http://www.mtwagehourbopa.com) or contact the Labor Standards Bureau at (406) 444-5600 or TDD (406) 444-5549.

KEITH KELLY  
Commissioner  
Department of Labor and Industry  
State of Montana

[End of APPENDIX A]